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UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHINGTON

PUBLICATIONS
PRESS SERVICE
RADIO SERVICE

September 30, 1930.

Reserve 34

OFFICE OF INFORMATION MEMORANDUM #8

Truck Deliveries

Owing to the volume of material received from the Government Printing Office and of that turned out by the Addressing, Duplicating, and Mailing Section of this office to be delivered to the bureaus and independent offices, and owing further to the limited personnel available for this work, it has become necessary to centralize the deliveries at fewer points. Consequently, after October 15 we shall deliver all material intended for one bureau or independent office at only one point in a building. Bureaus occupying more than one building will accordingly have deliveries made to each building but not, as heretofore, to several offices in any one building. If two or more bureaus occupy the same building a common delivery point should be selected. Where this point in each building is located may be determined by each bureau or office, but if possible it should be on the ground floor. Some one should of course be available at the designated place who can expeditiously receive the deliveries.

Will you therefore please indicate the location at which the printed and duplicated material intended for your bureau is to be delivered.

The responsibility for notifying the offices of origin that the material has been received will devolve upon the receiving agents, and inquiries regarding completed work should be directed to them before telephone calls are made on either the Addressing, Duplicating, and Mailing Section, or the Printing Section of the Division of Publications.

Very truly yours,



M. S. Eisenhower,
Director.

